

Applying for a D-U-N-S Number
Individual Instructions

**** *This site does not work in Firefox***

1. Go to www.dnb.com
2. click on tab named "D&B D-U-N-S Number"
3. The business name will be your name as an individual
 - a. Fill out city and state
 - b. Click yellow "next" button
4. Find text box that says "Get a D-U-N-S Number Price:NO CHARGE"
 - a. Click yellow "get started" button
5. Fill in first name, last name
 - a. Title: use "president"
 - b. Fill in email and telephone
 - c. Click on yellow "submit" button
6. Name of business should be your name as an individual
 - a. Fill in address, phone
 - b. Click yellow "next" button
7. Fill in legal structure as "corporation"
 - a. Click yellow "next" button
8. You do not need to fill out anything on this page
 - a. Click yellow "next" button
9. Fill in primary line of business
 - a. Number of employees: "1" (yourself)
10. Click "Yes, I agree to TERMS AND CONDITIONS"
 - a. Click yellow "next" button
11. Locate text box that says "Regular D-U-N-S Number Price: No Charge"
 - a. Click yellow "next" button
12. Review your information. If ok,
 - a. Click yellow "next" button
13. dnb.com will email you your D&B number. In the meantime, write on your submission sheet that you have applied. When you receive the number, please call the Utah Arts Council and provide us the information.

Please call Liz Smith at 801.236.7544 if you have questions.